

Annual Report of the
U.S. Government Printing Office

Fiscal Year 1980

U.S. Government Printing Office
North Capitol & H Streets, NW.,
Washington, D.C. 20401





United States
Government
Printing Office

Washington, D.C. 20401

OFFICE OF THE PUBLIC PRINTER

February 9, 1981

President of the Senate
Speaker of the House of Representatives

Dear Sirs:

I respectfully submit the annual report on activities of the United States Government Printing Office during the fiscal year ended September 30, 1980. Fiscal year 1980 was the 119th year of operation of GPO and many changes were successfully implemented in our operations due to our dedicated employees and management personnel in handling an increased volume of business which was approximately 11 percent higher than fiscal year 1979.

The products and services provided by the Government Printing Office for fiscal year 1980 amounted to \$778 million which consisted of \$475 million for printing and binding services purchased commercially, \$198 million for printing and binding service produced in-house, \$25 million for the sale of blank paper, \$32 million for services associated with the distribution of publications to depository libraries and other services, and \$48 million for sale of publications to the general public.

The Office continued to produce more work with less employees. As of September 30, 1980, there were 6,891 employees as compared to 7,226 employees on September 30, 1979. This is the lowest number of people employed by GPO since 1962. The workload was accomplished with fewer employees by additional conversion from hot metal type to photocomposition; continuing automation of functions; and the modernization of the plant and equipment.

In accordance with our long range plans, more congressional and departmental typesetting work was converted to electronic processing. The first step in the transition of the Congressional Record to electronic text processing and photocomposition began in January 1980 when the Extensions of Remarks section of the Record was photocomposed. Photocomposition of the House of Representatives proceedings began with the first issue of the Congressional Record for the 97th Congress and the Senate proceedings will be photocomposed starting in January 1982.

Many improvements were made to our data processing systems and programs resulting in economies and faster processing. The computer system was upgraded to allow for more automation and the addition of new systems. The development of the Procurement Information and Control System and Materials Management Procurement and Control System was completed along with improvements to the Infonet service.

Approximately 35,000 square feet of space throughout the GPO Central Office was renovated to provide adequate space for consolidating Production, Printing Procurement, and Management and Administration functions. Installation of two new 35" x 50" offset presses is in progress and fourteen obsolete letterpresses were removed. Various Composing Division hot-metal equipment was removed from service or relocated to implement the transition to photocomposition.

A new warehouse facility was obtained for paper and materials which should result in reduced equipment requirements, optimum utilization of storage space, and improved inventory control.

Substantial improvements were made to data processing systems in the Documents operations which will provide better service to the public in developing customer information, credit sales usage, and faster order processing. Publications mailed under the Depository Library Distribution Program reached an all time high due in part to the increased use of microfiche. Bookstore sales increased 15.5 percent over fiscal year 1979 and a new Documents Bookstore was opened in Pittsburgh, Pennsylvania in November 1979.


An increase in the volume of work in GPO is foreseen during the next fiscal year and management efforts will continue towards providing a cost-effective, efficient and competitive GPO operation. The Office will continue to implement its long range plans to convert hot-metal composition to electronic photocomposition. Cross-training will continue to be emphasized for displaced employees to provide an efficient and balanced work force.

Modernization of plant equipment, work flow methods and material handling operations will continue as high priority efforts to maintain a modern and cost efficient Government Printing Office which utilizes the latest technologies. Additional automation of systems will be implemented to reduce labor intensive operations, improve productivity, and fulfill our mission to Congress and Executive agencies.

The workload of the Superintendent of Documents is projected to increase in several programs and major emphasis will be directed towards improving systems, facilities, productivity and services to the public through greater automation and mechanization.

I would like to express my appreciation to all employees of GPO and the Congressional staffs for their contributions during the past fiscal year.

Sincerely,

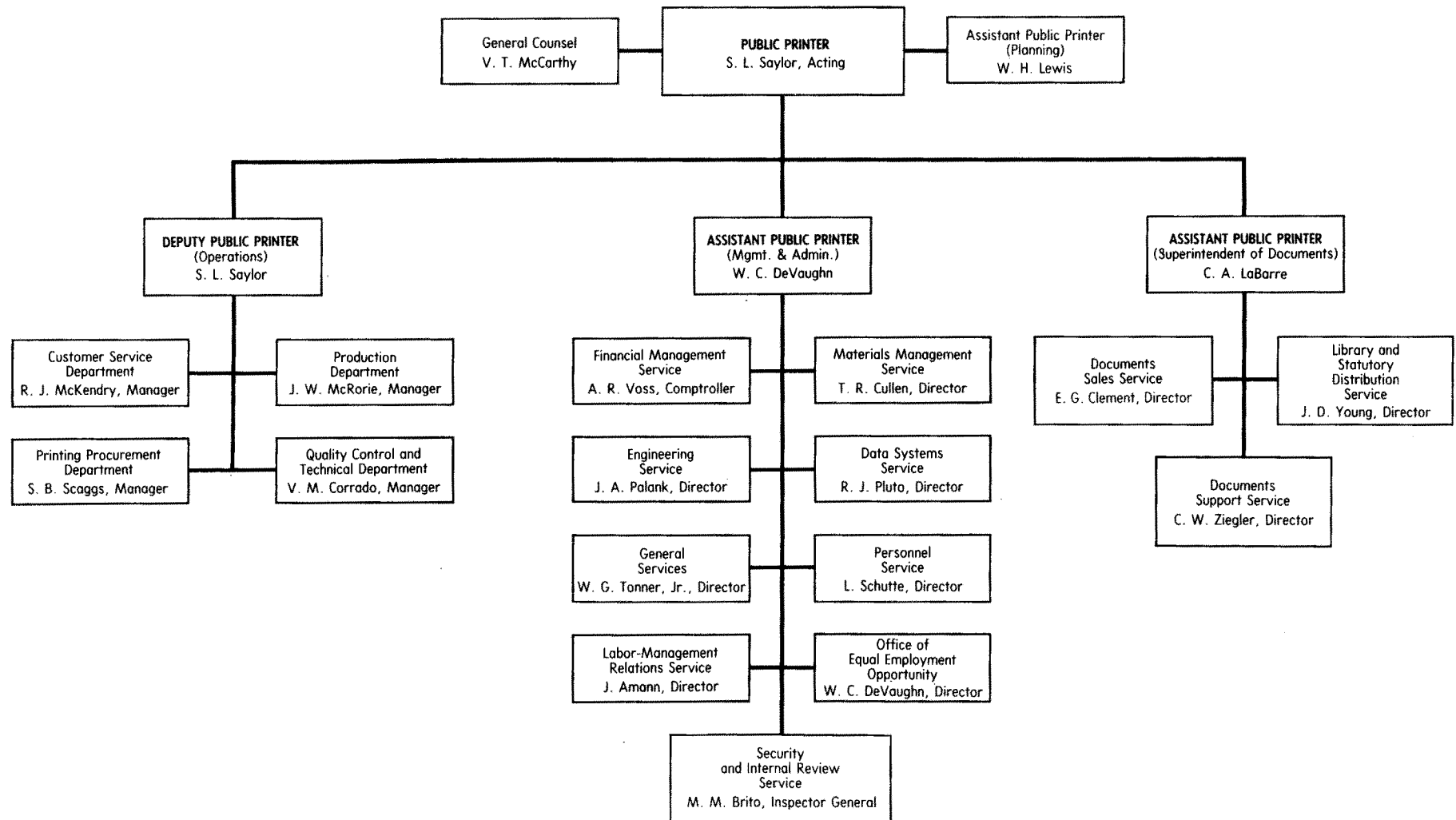

SAMUEL L. SAYLOR
Acting Public Printer

CONTENTS

	<u>PAGE</u>
ORGANIZATION CHART	1
STAFF ACTIVITIES	
Assistant Public Printer (Planning)	3
General Counsel	3
DEPUTY PUBLIC PRINTER (Operations)	5
Customer Service Department	5
Printing Procurement Department	6
Production Department	7
Graphic Systems Development Division	8
Electronic Photocomposition Division	8
Composing Division	10
Press Division	11
Binding Division	11
Production Support Division	12
Quality Control and Technical Department	13
ASSISTANT PUBLIC PRINTER for Management and Administration	15
Data Systems Service	15
Engineering Service	16
Financial Management Service	17
General Services	18
Labor-Management Relations Service	19
Materials Management Service	20
Office of Equal Employment Opportunity	21
Personnel Service	22
Security and Internal Review Service	23
ASSISTANT PUBLIC PRINTER (Superintendent of Documents)	25
Documents Sales Service	25
Library and Statutory Distribution Service	26
Documents Support Service	26
FINANCIAL AND GENERAL INFORMATION	
Statement of Assets, Liabilities, and Investment (Table 1)	31
Consolidated Statement of Revenue and Expense (Table 2)	32
Other Funds - Status of Appropriations and Other Fund Balances (Table 3)	33
Other Funds - Statement of Payments From Appropria- tions to the Revolving Fund (Table 4)	34
Revolving Fund - Amounts Due U.S. Treasury From Sales of Publications (Table 5)	35
Statement of Changes in Financial Position (Table 6)	36

	<u>PAGE</u>
Footnotes to Financial Statements	37
Significant Accounting Policies	38
General Information:	
Deputy Public Printer (Operations) (Table 7)	39
Assistant Public Printer	
for Management and Administration (Table 8)	41
Assistant Public Printer (Superintendent of Documents)	
(Table 9)	43

UNITED STATES GOVERNMENT PRINTING OFFICE



September 30, 1980

STAFF ACTIVITIES

ASSISTANT PUBLIC PRINTER (PLANNING)

Function

The Assistant Public Printer (Planning) is responsible for identifying and analyzing the environmental forces which impact on the operations of the Government Printing Office, and advising the Public Printer and his subordinate managers of the future implications of these forces for their mission performance. The primary thrust of this effort lies in the continued examination and reporting of mission-related technological, social, economic, legal, and governmental issues, and the development of policy options to ensure that the Public Printer's mission is accomplished in the most responsible and economical way. Additionally, the Assistant Public Printer (Planning) conducts special projects as directed by the Public Printer.

Significant Achievements

The staff provided specialized analytic and operations research support to the Public Printer and his subordinate managers during the fiscal year. This includes development and distribution of recurring reports on an ad hoc (e.g., Technology for the 1980's abstracts) or schedule (e.g., consumer and producer price index changes) basis, as well as directing or participating in one-time special management projects addressing modernization, technological transition, and make-buy alternatives.

Future Plans

Efforts will be continued to identify managers' specific requirements for information on which to base planning. Increasing familiarity of the staff with managers' needs and improved routines for surveying those needs should result in improved services and products.

GENERAL COUNSEL

Function

The General Counsel is the chief legal officer of the Government Printing Office and is responsible for providing legal advice and services in all areas of law affecting the Government Printing Office.

Significant Achievements

Court cases and opinions given increased 24 percent in 1980 as compared to the number in 1979. A decreased staff managed the increased workload by furnishing more informal opinions in lieu of written opinions resulting in greater productivity.

Court cases were more complex and time consuming than they were in the past due to a number of Federal Court decisions in the Title VII area, which required developing new methods of refuting plaintiffs' evidence. In addition, the new policy of the Department of Justice of

merely monitoring court papers resulted in the GPO attorneys being required to research and prepare practically all the submitted papers in litigation involving GPO.

Many important and significant opinions were furnished to the Public Printer, the Joint Committee on Printing, and the Committee on House Administration. Among these were opinions concerning the proposed revisions of Title 44 of the United States Code, and interpretations of Title 44 and other statutes with respect to the general operation and overall direction of the Government Printing Office.

Future Plans

GPO attorneys will be expected to do the vast majority of work in litigating cases, including discovery and trial work, with much less work being done by the U.S. Attorney Offices.

DEPUTY PUBLIC PRINTER (OPERATIONS)

The Deputy Public Printer performs such duties as are assigned by the Public Printer and acts as Public Printer in the absence of the Public Printer in accordance with Title 44 of the United States Code and other applicable laws. He is responsible for the direction of planning and production of printing and binding through in-house facilities and contractors and, in this capacity, supervises and coordinates the activities of the managers of the Customer Service, Printing Procurement, Production, and Quality Control and Technical Departments.

CUSTOMER SERVICE DEPARTMENT

Function

The Customer Service Department, under the direction of the Customer Service Manager, is responsible for liaison with the Congress and customer agencies; planning, estimating, and preparing plant production schedules; developing sales prices for publications sold; processing requisitions for blank paper and miscellaneous supplies; controlling inventory levels for paper and envelopes; providing design, illustration, consultation, and quality control services; coordinating the development of schedules for printing and binding services; and maintaining pickup and delivery of copy and proofs; and informational and communicative services.

Significant Achievements

The Planning Service and Congressional Information Divisions processed 52,000 requisitions during fiscal year 1980, a decrease of five percent compared to fiscal year 1979. Print orders processed were 48,000, an increase of about 13 percent compared to the previous year.

The Plant Planning Division prepared 24,000 jackets during fiscal year 1980, a decrease of 17 percent compared to fiscal year 1979. This decrease reflects a 30 percent decrease in print orders received. In concert with this trend, the number of employees decreased by almost 18 percent during fiscal year 1980.

The Typography and Design Division processed 4,700 jackets, a decrease of 11 percent compared to fiscal year 1979. Layout sketches averaged 175 per month, an increase of 99 percent, and finished art work averaged 690 per month, an increase of 52 percent.

Employees recommended many changes to decrease costs of individual jobs. As a result of these changes, customer agencies realized savings of \$600,000, an increase of over 35 percent compared to fiscal year 1979. In addition, review procedures saved customer agencies an additional \$46,000 in material and labor costs.

Personnel participated in nearly 400 meetings with customer agencies and commercial contractors concerning all phases of planning.

Future Plans

The Planning Service and Congressional Information Divisions will continue to provide customer satisfaction through timely response, accurate information, and maximum service. Timely response will improve through greater reliance on automated systems, particularly the newly-installed Printing Procurement Progress Control System.

The demand for color work and quality control is expected to continue during fiscal year 1981. Implementation of design standards is anticipated as various publications are reprinted.

PRINTING PROCUREMENT DEPARTMENT

Function

The Printing Procurement Department, under the direction of the Printing Procurement Manager, is responsible for procuring printing, binding, and related products and services from commercial sources and for managing and operating the Field Printing Offices.

Significant Achievements

The total number of orders procured commercially by the Department during fiscal year 1980 was 7 percent higher than fiscal year 1979. Although the Central Office decreased 3 percent, or 2,000 orders, Regional Printing Procurement increased 10 percent, or 18,000 orders. Jobs produced by the Field Printing Division were 3.4 percent higher in fiscal year 1980 over 1979 and JCP-defined production units increased 1 percent. The value of printing procured commercially by the Department increased from \$427 million in fiscal year 1979 to \$475 million in fiscal year 1980, an increase of 11.2 percent. The value of printing and binding produced by the Field Printing Division increased 9.3 percent in fiscal year 1980 to \$14.2 million.

A new internal management appraisal program, known as the Procurement Management Assistance Review, was initiated during the year. The first review was conducted in the New York Regional Printing Procurement Office in December 1979. Subsequent reviews were made in the Atlanta and Seattle Regional Printing Procurement Offices and at the Central Office which included the Specifications Division. These reviews provided beneficial assistance in evaluating and improving the quality, efficiency, and effectiveness of our operating activities. The program will be continued in fiscal year 1981.

Substantial progress has been made in the design and implementation of the first phase of an automated procurement system. The Procurement Information and Control System, formerly known as the Printing Procurement Progress Control System, began phased-in implementation in the Central Office in June and is scheduled to be fully operational in a parallel test mode in November. Parallel operations are expected to be concluded in the second quarter of fiscal year 1981. Once the system is operational and includes award and contractor compliance data, procurement information will be centrally available in an immediate time frame.

The effort to standardize contract language is progressing on schedule. Central Office term contracts and most one-time bid contracts have been largely converted and their specifications can be generated by our word processing system. Also, substantial progress has been made in generating specifications for Regional Printing Procurement Office term contracts. This system will not be applied to contracts for marginally punched continuous forms or other highly specialized items in the foreseeable future. The standard contract clauses and other language being developed for use in this system will ultimately provide the basis for computerized generation of our specifications.

Composition capability has been significantly altered in the Field Printing Division. Hot metal composition has been phased out in the New York, Chicago, and Seattle offices, and the equipment has been disposed of through surplus property procedures. A photocomposition unit, including equipment and personnel, has been established in the Chicago office, but no composition capability exists at this time in New York and Seattle.

The Quality Assurance Through Attributes Program was expanded as planned to the Regional Printing Procurement and Field Printing Offices during fiscal year 1980 and necessary training of all personnel involved in the implementation was provided. The Quality Assurance Section of the Central Office became fully manned during the year; and, in addition to inspecting samples of the full planned range of printed material, they now have the capability of inspecting microfilm/microfiche.

Future Plans

Effective October 1, 1980, all direct-deal term contracts for national level requirements being handled by the Washington, D. C. Regional Procurement Office, are being transferred to the Central Office. Those contracts emanating from agency regional activities within GPO Region 3-I will remain in that office. This transfer encompasses 126 contracts representing approximately 20,000 print orders. The Commercial Printing Specifications Division in the Central Office will prepare specifications for these contracts as they are renewed.

Work has begun on expansion of the Procurement Information and Control System to the Regional Offices. Completion of this expansion is scheduled for fiscal year 1983.

PRODUCTION DEPARTMENT

The Production Department, under the direction of the Production Manager, is responsible for all in-plant printing production. This Department has direct responsibility for the Composing, Binding, Press, Electronic Photocomposition, Graphic Systems, and the Production Support Divisions, which includes the Library of Congress

Branch and a small installation at the Interior Department. The Delivery Section, Congressional Record Indexers, and Congressional Details are also responsibilities of this Department.

Graphic Systems Development Division

Function

The Graphic Systems Development Division designs, develops, and integrates the use of automated graphic systems into the production of publications. Design and development include determining systems concepts, specification preparation, computer program writing and debugging, and analyses of equipment requirements. The Division is also responsible for applying the systems developed to the specific processing requirements of individual jobs by developing page formats and specifications for input to the system. The Division provides consulting services to customer agencies, through the Customer Service Department, to assist in identifying and developing suitable applications for automation.

Significant Achievements

The development of GPO's Automated Composition System continued during the year. One of the most significant additions was the sectionalization feature, which provides for the embedding of tables and graphics which span more than one column in a basic format of two or three text columns. The feature also allows for the storing of certain specified tables or graphics that will not fit in the remaining space in the column or page and placing them at the top of the next column or page.

A system was developed for the updating of the Code of Federal Regulations. The entire full text data base containing approximately 400 million characters is now on-line and available for immediate processing.

Future Plans

A system which will automate the process for producing changes to looseleaf pages in a publication from the computer data base on a periodic basis is under development and will become operational during the spring of 1981.

A project to develop a composition subsystem to produce mathematical equations and chemical expressions will be started during the coming year.

Electronic Photocomposition Division

Function

The Electronic Photocomposition Division is comprised of those prepress production operations which precede the production of plates for the press, with the exception of metal-type composition and graphic systems design.

The Division's major functions are the keyboarding, proofreading, and electronic processing of text matter to capture it in machine-readable form for printing, electronic search-and-retrieval, and other purposes; the maintenance (continuous updating) of previously captured standing text data bases; the photocomposition of the captured data for printing; the manual sorting, sizing, and stripping of the photocomposed text and other graphic material to prepare copy for the camera; and the camera work and processing required to produce a film negative for the platemaker.

Significant Achievements

The Division's responsibilities were increased substantially with the reorganization of the Production Department early in the fiscal year when the copy preparation and camera functions were transferred from the Press Division.

The workload of the Division has also increased as more Congressional and Departmental work was converted to electronic processing. Major publications converted include the Extension of Remarks portions of the Congressional Record, Economic Report of the President, and the Statistical Abstract of the United States. Data bases are also currently being created for the Congressional Directory and "The Capitol" magazine.

The first step in the transition of the Congressional Record to electronic text processing and photocomposition began at the start of the second session of the 96th Congress in January 1980. This occurred when the Division began to output the Extension of Remarks portion of the Congressional Record. The text matter photocomposed in the last three quarters of fiscal year 1980 totaled 4,600 printed pages. Over 27,000 pieces of manuscript were submitted for text processing.

The total number of bill pages produced this fiscal year was 117,000. This total represents 10,600 introduced bills and 9,500 passed bills. The utilization of the Electronic Photocomposition Division's Bill Drafting System has resulted in a 19.5 percent reduction in the cost of composing a bill page.

Photocomposition of the daily Federal Register for fiscal year 1980 showed an increase of 7.5 percent over the previous year. The total number of printed pages was about 80,000. Almost 345,000 folios of manuscript was submitted by independent agencies through the Office of the Federal Register. The copy markup, keyboarding, photocomposing, and proofreading of this huge amount of manuscript was accomplished under extremely short production deadlines. An additional 6,400 finding aids pages were photocomposed. Those include the Monthly and Cumulative Indexes and the List of CFR Sections Affected.

A high-speed communications link has been installed between the text processing systems at the Office of the Federal Register and this Division. Acceptance testing is underway; once completed, the new interface will allow for the high-speed transmission of data directly between the two systems.

Future Plans

In response to its expanded responsibilities, the Division has begun a large-scale relocation and consolidation of some of its operations.

Phase I of this project is well underway and site preparation for the consolidation of the Production Department's proofing operations is on schedule. This consolidated prepress proofroom will contribute to a more efficient workflow, especially in relationship with the overnight production of the Congressional Record. This new facility was completed in January 1981. The consolidation of all prepress control and scheduling operations, renovation of the Night Production Manager's office, and renovation of an area for the newly formed Graphic Systems Development Division's Support Section is also part of Phase I.

Phase II will entail renovation of the existing Photohand area for use as a Congressional Record and Bill Processing Unit. This unit will house two complete text editing systems with 38 video display terminals.

Phase III of the project encompasses the consolidation of the Copy Preparation Section and the Photohand Unit. The central location and consolidation of these areas is an important step when considering the overall Division's production obligations.

The Division is in the process of implementing minimum production standards for video keyboard operators. These standards are a result of a comprehensive study by GPO Industrial Engineers.

Composing Division

Function

The function of the Composing Division is to provide type or reproduction proofs to other divisions for completion. This function is performed by using the hot metal process to supply galley and page proofs to Congress and Federal agencies. A primary function is the production of the Congressional Record each day that Congress is in session.

Significant Achievements

The Composing Division continued to effectively deal with the problem of meeting production requirements with a declining work force. Employees on the roll declined 17 percent and measurable type set declined 15 percent.

Future Plans

The Composing Division will continue to provide cross training opportunities for its employees to ease the transition from hot metal to photocomposition. This will provide a balanced work force for the Division, in addition to supplying craftsmen for the other Divisions.

Additional plans are being formulated for further consolidation of sections and improved work flow methods based on the declining workload.

Press Division

Function

The primary mission of the Press Division is to meet the Congressional printing requirements. The secondary mission is to print all departmental work produced in-house.

The Division has five sections: Offset Plate, Photopolymer, Offset Press, Letterpress, and Postal Card. They make negatives and plates for producing printed sheets on a variety of Offset and Letterpress equipment. They inspect, store and reissue commercially procured, as well as in-house prepared negatives.

Significant Achievements

The orderly merger of the Offset and Letterpress Divisions resulted in an increase in the total number of pages printed with a reduction in press hours worked. The eight page forms previously printed on Letterpress equipment are now produced in multiples of up to 32 pages on Offset presses. The result has been an increase in printed pages with a reduction in makereadies, impressions, and manpower.

With the elimination of the Emergency Unit, the Letterpress Section of the Press Division was reduced to the Job and Web Units.

The Reproducible Inventory Control System is in the process of converting from Time Sharing Option to Customer Information Control System. The new Four Phase system will provide 25 percent more information with a 50 percent increase in response time. It will eliminate the need for a duplicate manual file, resulting in a labor savings.

Future Plans

Two new Group 88 Web Offset Presses are in the process of being installed and are planned to be in operation early in calendar year 1981. This equipment will provide more flexibility and economy in producing Congressional work in the Press Division.

Binding Division

Function

The Binding Division is responsible for all finishing operations on work produced in the Government Printing Office. These operations include folding, gathering, inserting, sewing, stitching, casemaking, cutting, drilling, padding, and packaging. The Division also repairs and restores old bindings for Congress and Executive agencies.

Significant Achievements

Books gathered increased in volume by 2.25 million while adhesive bound books remained stable with 5.6 million produced.

The 1981 Budget Appendix exceeded the binder thickness capability by 5/16 of an inch. By redesigning the infeed and exit points of the binder the entire volume of the Appendix was adhesive bound at a savings in excess of \$30,000.

Future Plans

Modernization of the Record Room to install equipment to adhesive bind and mail the Congressional Record and Federal Register has been approved by the Acting Public Printer. The first binding system is scheduled to be installed by the latter part of 1981.

Two Rapid Trimmers were requested and approved. Both machines will be in place and operating by April 1981. All of the trimming equipment will be replaced in the near future to improve efficiency and safety.

Production Support Division

Function

The Production Support Division is responsible for the effective administration of the Department's branch operations, quality assurance, distribution, production security program, and employee details to the Congress and other Government agencies.

Significant Achievements

The Quality Assurance Section has made significant progress in developing controls for improving the quality of GPO products. As of June 2, 1980, all six-digit jacket jobs produced in-plant are assigned a quality level relating to specific criteria regarding its processing. Written guidelines have been issued to assist in interpreting these quality attributes. A report on plate remakes has been instituted which will assist in reducing downtime and waste attributable to faulty plates.

The security program continues to provide administrative support to the production divisions through daily processing of incoming classified work. The Security Specialist initiated a study of waste destruction of paper in both the Press and Binding Divisions resulting in recommendations for improvements in efficiency and cost. A system of passport accountability is currently under study. This will lead to a more accurate method of determining the number of in-process and completed units at any given time.

In fiscal year 1980, complaints regarding late delivery of Congressional material by the Delivery Section were reduced to zero and overtime hours were reduced 35 percent as compared to the previous year's overtime hours.

Future Plans

The Delivery Section is scheduled for a detailed workload analysis to include the determination of a workload indicator which more accurately reflects the volume of work performed during a given time in this area. This will permit management to more closely align personnel requirements with workload.

The Library of Congress Branch will relocate to the Central Office and become a section of the existing Composing Division.

QUALITY CONTROL AND TECHNICAL DEPARTMENT

Function

The Quality Control and Technical Department develops and coordinates the GPO Quality Program. It is responsible for the laboratory testing of items utilized in the printing and binding operations, and the manufacture of select supply items such as inks, type metals, and adhesives. Technical support is provided to the various quality control elements in the Office and the environmental and personnel protection programs of GPO. Ancillary functions include the maintaining of adequate inventories of press rollers and printing inks, the development of procurement specifications, monitoring materials, and work environments. The Department also maintains liaison with regulatory agencies and the various technical organizations engaged in related work, and provides technical service and support to the plant, the Joint Committee on Printing, and other Government agencies.

Significant Achievements

The total number of samples tested during the fiscal year amounted to 11,000, an increase of 9 percent. Printing inks manufactured totaled 151,000 pounds and purchased printing inks totaled 175,000 pounds, a decrease of 2 percent and 5 percent, respectively. The overall quantity of ink decreased about 4 percent. Type metal produced decreased about 7 percent and continues to reflect the decrease of hot metal composition.

GPO, now, has the capability to manufacture about 82 percent of its inks from dispersed pastes instead of from dry pigments. Thus, manufacturing costs can be reduced because pre-dispersed pastes do not require the grinding that is necessary for inks made with dry pigments. At least 50 percent less milling time will be required for these paste formulated inks.

The study on measuring print quality and paper permanence was completed. Technical papers describing this work were presented at the Technical Association of the Graphic Arts and the National American Chemical Society meetings.

Future Plans

The Office will stay abreast of new Federal and D.C. laws and changing regulations on the environment, safety and health, waste disposal, and consumer protection to insure that GPO is a model of compliance for the graphic arts industry. As requested, GPO will continue to advise regulatory agencies and trade associations in the development of rules and regulations pertaining to the graphic arts industry.

The efficiency of the testing program will be increased and needless testing will be reduced by updating specifications. This part of the workload is governed to a large extent by the flow of deliveries of paper, metals, inks, inkmaking materials, bookbinding materials, platemaking materials, and other miscellaneous supplies purchased by the Office. It includes troubleshooting and investigation of immediate and long range production programs.

ASSISTANT PUBLIC PRINTER FOR MANAGEMENT AND ADMINISTRATION

The Assistant Public Printer for Management and Administration is responsible to the Public Printer for providing support services essential for the effective functioning of all units of the Government Printing Office. The Assistant Public Printer for Management and Administration advises the Public Printer on policy matters, and supervises and coordinates the operations of the Office of Equal Employment Opportunity, the Comptroller, the Inspector General and the Directors of Data Systems, Engineering, General Services, Materials Management, Personnel, and Labor-Management Relations.

DATA SYSTEMS SERVICE

Function

The Data Systems Service provides a full range of data processing services. This includes feasibility studies; design, development or procurement of computer systems and programs; and implementation and processing of approved systems. The Service also develops related policies, procedures, and controls.

Significant Achievements

In order to meet the increased storage and processing capability demanded by the continued implementation of on-line systems, major improvements in hardware and software architecture were implemented. On April 1, 1980, a contract was awarded to the International Business Machines, Inc. for a 3033-U08 central processing unit. The unit was installed in late May 1980.

To assure maximum operating efficiency for users of the mainframe computer, various software packages were purchased and installed during the year. These packages included the Multiple Virtual Storage operating system and two diagnostic software packages, one to analyze on-line performance and the other to govern hardware failure through a statistical reporting system.

Security and privacy were given top consideration during the year. Nine post-implementation reviews were conducted on released computer systems, each emphasizing internal controls and ADP security. Risk assessments on both physical facilities and sensitive application systems were performed. Security improvements were identified and appropriate action taken in several areas.

Detailed functional systems requirements were completed for the Employee Data Base System, Procurement Information and Control Systems, and the Materials Management Procurement and Control System.

Future Plans

The goals for the coming year are to meet the priorities of the Automated Data Services Steering Committee. These requirements will

be met by implementation of improved programming techniques, the implementation of data base technology, and the upgrading of hardware and software. All equipment systems and resources will be evaluated for their reliability, security and privacy. Also, the continued use of analyst and programmers services through the GSA - Huntsville contract is expected to enable the development of priority projects on schedule.

The installation of the Data Base Management System will be a major effort in fiscal year 1981. The software will provide the ability to have a common set of operating information. Users will be able to satisfy some informational requirements without programming support.

The continued extension of on-line systems and installation of mini-computers will continue to reduce requirements for transcribing source documents into machine readable format. This will decrease the need for data transcribers.

ENGINEERING SERVICE

Function

The Engineering Service is responsible for providing disciplines of professional assistance, including engineering, safety, fire and environmental protection; for studies establishing work standards, systems development, purchases, and planning services. Services provided also include inspection and maintenance of all GPO facilities, machinery, and equipment in consonance with an effective and safe working environment for employees in order to meet operational, economic, and regulatory requirements.

Significant Achievements

Renovation of 35,000 square feet of space throughout GPO was completed for use by Engineering Service, Data Systems Service, Materials Management Service, Regional Printing Procurement Division, and various organizations of the Production Department.

Two new economizer heat exchangers were placed into service to utilize steam condensate for hot water production.

Specifications for rebuilding three elevators were prepared and a contract awarded. Rehabilitation of other elevators are in various stages of completion.

Production standards were established for proofreaders, data entry operators in Data Systems Service, and keyboard operators for the Electronic Photocomposition Division.

Future Plans

Engineering Service will continue to work closely with the various departments and services of GPO to expedite their realignment and renovation plans, equipment purchases, and installation requirements in present and/or future locations within the present complex. The

Service will continue to provide necessary technical support and labor for procurement and installation of machinery and equipment and to maintain existing equipment and facilities.

Maintenance provided by outside vendors will continue to be reviewed, particularly in the areas of electronics, to determine if equal or better service can be provided at a lower cost by utilizing engineering forces.

Throughout fiscal year 1981, Engineering Service will continue to cooperate with and support other governmental agencies in various areas of engineering, safety, and environmental protection.

FINANCIAL MANAGEMENT SERVICE

Function

The Financial Management Service provides a complete and integrated financial management program to support the Government Printing Office in carrying out its mission. This program includes a full range of services to all organizational entities to meet Office-wide managerial and operating requirements both internal and external. The program is carried out utilizing modern management techniques, and in accordance with pertinent laws, rules, regulations and Office policies.

Significant Achievements

Services provided by Financial Management Service to top management and operating managers were improved during the year despite a reduction of 13 employees, from 282 to 269, and an increase in the workload.

The improvement of services resulted from the expansion and development of several automated systems. Six systems were modified to generate monthly general ledger journal entries automatically. The modification of these systems was done to interface current systems with the new automated General Ledger System. Regular maintenance projects to other automated accounting systems were completed to upgrade the operational performance of various existing systems.

The number of invoices paid increased from 302,000 in 1979 to 331,000 in 1980. By initiating simplification and streamlining techniques three less employees were required to handle the increased workload.

Staff hours in the jacket billing operations were reduced from 129,000 hours in fiscal year 1979 to 117,000 hours in fiscal year 1980 (a 9 percent reduction), although the workload increased 3 percent. This improvement resulted from streamlining operating procedures, better training of employees, and a greater emphasis on employee involvement and understanding of procedures and workload indicators.

Future Plans

The automation of the general ledger including its interface with various subsystems and the incorporation of budgetary data from the

Budget Reporting System will become operational. Implementation of the new system should be completed by the third quarter of fiscal year 1981.

The design and implementation of the Accounts Payable Information System will be initiated to replace the current manual and semi-automated operations with a totally integrated processing and reporting system.

Improvements will be made in the billing processes by automating the Finished Work System, upgrading the jacket billing process from a batch mode to an on-line data entry processing mode, and interfacing the Billing System with other automated systems. Further improvements in the billing area will be the enhancement of the Federal Register Billing System to include the automatic generation of billing records.

GENERAL SERVICES

Function

General Services provides a comprehensive range of administrative services, management and systems analyses, and a responsive management information system in support of Office-wide managerial and operating requirements. These services are achieved through the administration of the following major activities: paperwork/records management, word processing program, copier program, tele-communications, management and systems analyses, management information program, directives issuance system, and administrative services, including pay parking, subscription control, bulletin boards, conference rooms, and administrative postage.

Significant Achievements

An experiment with reusable one-part continuous tabulating paper resulted in an estimated yearly savings of \$30,000. The experiment started when General Services obtained a sample carton from a commercial firm to explore the feasibility of using it in GPO. Subsequent testing proved satisfactory and the item was ordered for stocking as a General Stores item. GSA is exploring the possibility of making it available to all agencies.

The Ink Inventory and Control System, proposed and designed as part of a study conducted in 1978, has been undergoing successful testing; and is scheduled to go on-line in November 1980. The system is an integral part of the Materials Management Procurement and Control System, and should result in improved efficiency and control in the inventory of inks and related materials. In addition, the system should simplify paperwork and reduce the number of forms used in the Quality Control and Technical Department and the Financial Management Service.

The GPO Records Management Program was approved, liaison personnel were designated to implement the program Office-wide, and all current records schedules updated.

GPO mail usage was analyzed and procedures developed to implement changes in postal regulations affecting business reply mail. New postal regulations required the Office to obtain permits to distribute business reply mail to contractors for mailing back contract compliance information and product samples for testing under the Quality Assurance Through Attributes Program.

Future Plans

Plans for the future include preliminary studies to determine the feasibility and benefits of establishing a GPO Management Information System. Word processing studies are planned to identify additional areas where word processing equipment would be beneficial. Lease versus purchase analyses of copier, word processing, and telecommunications equipment will be continued. A Central Printing and Publications Organization will be formally established and an Office-wide survey will be conducted to schedule all GPO records for retention/disposal.

LABOR-MANAGEMENT RELATIONS SERVICE

Function

The Labor-Management Relations Service coordinates and administers the labor relations program for GPO. This is accomplished by providing an efficient and effective representation of management's positions in third party proceedings, and engaging in timely negotiations and grievance processing. These and other forms of labor relations representations are undertaken in accordance with applicable laws and regulations.

Significant Achievements

GPO, with 20 separate unions representing 23 units, has historically negotiated with each union individually. In an effort to develop uniform contract provisions, eliminate duplicate negotiations and reduce negotiating costs, combined negotiations are being conducted with the GPO Joint Council of Unions, which represents 14 Central Office unions, on many subjects of Office-wide concern. The outcome of these negotiations will be included in a so-called master agreement. Negotiations on subjects peculiar to individual unions and units will continue to be held separately -- the result of these will be included in supplemental agreements.

The Government Printing Office's first labor-management agreement negotiated under Title VII of the Civil Service Reform Act, was concluded with AFGE Local 3392 (Pueblo, Colorado).

GPO successfully concluded a two-year wage agreement with those bargaining units covered by the Kiess Act Wage Conference provision. The resulting wage increases will be competitive with the rest of the industry.

Future Plans

Efforts will continue on reaching a master agreement with Central Office unions. The processing of grievances and unfair labor practice charges will be streamlined. Supplemental training of all supervisors in the new requirements of Title VII of the Civil Service Reform Act will continue.

MATERIALS MANAGEMENT SERVICE

Function

The Materials Management Service is responsible for the acquisition of materials, equipment, supplies, commercial services, and transportation services; receiving, shipping, and maintaining current inventory records of paper, envelopes, materials and supplies; initiating and accounting for the shipment of Government postal cards; and providing authorized support to Government Printing Office operations and other Federal agencies.

Significant Achievements

The Materials Management Procurement and Control System has been implemented. Approximately 90 percent of all purchase orders are processed through the system, which automatically produces stock purchase requests and orders, receiving tickets, and tracks the status of all orders for materials, supplies, machinery and equipment.

Partial occupancy of the 250,000 sq. ft. Springbelt Warehouse permitted deactivation of the Farrington facility in September 1980. The warehouse at Franconia is scheduled to be completely deactivated by January 31, 1981. Benefits to be realized include reduced equipment requirements, optimum utilization of storage space, and concentrated control of the entire bulk inventory.

The total inventory portion of the Materials Management Procurement and Control System was implemented during fiscal year 1980. Extended descriptions, reorder quantities and minimum levels for over 26,000 line items were entered into the system. The system provides instant update of the inventory records and automatic reorder of stock.

Future Plans

A microfilm system will be used to record the thousands of inventory documents and other records now filed manually. This ensures the security of the documents, eliminates re-filing, and reduces misfiling of documents. Space requirements will be greatly reduced.

The Motor Carrier Act and the Railroad Transportation Act of 1980 prohibit rate bureaus from publishing rates on single-line traffic. Each motor carrier and each railroad will be required to file individual tariffs for the movement of freight over its own line. The increased volume of information that will be required to be maintained necessitates automation. Otherwise, personnel will be doubled in order to keep up with the volume of information.

The Materials Management Procurement and Control System will be refined and expanded in the next 2 years to include paper inventory. The Field Printing Offices' inventories, which have been maintained separately and are semi-automated, will be fully automated, so that, ultimately, all GPO inventory records will be maintained in this system.

OFFICE OF EQUAL EMPLOYMENT OPPORTUNITY

Function

The Office of Equal Employment Opportunity is responsible for the implementation of affirmative programs designed to promote equal opportunity in employment and personnel practices within the Government Printing Office. The programs are conducted in accordance with pertinent laws and regulations issued by the Equal Employment Opportunity Commission and the Office of Personnel Management. The Office also provides equal employment opportunity counseling to employees and processes formal complaints of discrimination.

Significant Achievements

A training seminar was held for the EEO Counselors. Discussions centered around allegations of physical and mental handicap discrimination and the Equal Employment Opportunity Commission's newly published interim guidelines on sexual harassment. Additionally, one full-time counselor and two part-time counselors received advanced EEO counseling training. In addition to local field installations, visits were made to four Regional Printing Procurement Offices (two of which included Field Printing plants) to discuss EEO programs with managers and employees.

The counselors continue to be effective in referring to the proper sources those complaints which do not fall in the purview of EEO regulations. This effectiveness was reflected in the low number of employees seeking counseling on EEO matters. Six formal complaints were informally adjusted, with two complaints withdrawn.

Future Plans

As a result of continuing staff planning sessions directed towards more clearly defined responsibilities, missions, goals and objectives, it is anticipated that every aspect of the EEO program will undergo modifications in program improvement.

The Affirmative Programs Division will intensify briefings and consultations with department/service heads regarding affirmative action goals and objectives with respect to organizational underrepresentation.

Proposed plans of the Hispanic Employment Program call for appointment of Hispanic Employment Program coordinators in installations where there is a high population of Hispanic employees.

The Equal Employment Opportunity Commission has proposed regulations whereby it will assume the complaints processing function during fiscal year 1981. The counseling function will remain at the agency. At least one training session will be conducted for the local and field part-time counselors with greater emphasis placed on report writing.

PERSONNEL SERVICE

Function

Personnel Service is responsible for administering personnel programs in accordance with pertinent laws, Office of Personnel Management and Merit Systems Protection Board rules and regulations, and the policies of the Public Printer.

Significant Achievements

Several important steps were taken toward an automated personnel processing and reporting system. The Detailed Functional System Requirements for an on-line computer terminal system were completed and approved, and Data Systems Service began the generation of partially automated personnel actions.

Staff members devoted a considerable amount of time in designing a new performance appraisal system, as mandated by the Civil Service Reform Act, and in providing assistance in the development of performance standards.

A course offering basic training in supervision and leadership was developed and given to 36 work leaders.

Future Plans

The Performance Appraisal Program mandated for all Federal agencies by the Civil Service Reform Act must be established and implemented by October 1981. Approval has been received from the Office of Personnel Management for the GPO system. During the coming fiscal year staff members will assist in developing performance standards in operating areas, and will participate in negotiating the implementation of the program with the unions representing GPO employees, pilot testing, and training supervisors and managers who will make the actual appraisals.

Personnel Service and the Production Department are developing several training programs for Journeyman Bindery Workers. These programs are part of the court-ordered relief granted to these employees as a result of their discrimination suit.

The Management Development Training Program, which is given to new supervisors upon their promotion to that status, will be substantially revised, with a new manual for students to be developed and published. A videotape-based training program for keyboard operators in the Electronic Photocomposition Division will be prepared and implemented.

SECURITY AND INTERNAL REVIEW SERVICE

The Security and Internal Review Service provides security to protect GPO facilities and conducts investigations and audits. These services include law enforcement, conflict of interest reporting and monitoring, criminal and discrimination investigations, appraisals of GPO activities and operations, and contract audits.

Significant Achievements

During the fiscal year, the Acting Public Printer approved a consolidation of the Security, Investigations, and Inspection Service and the Office of Audits into the Security and Internal Review Service headed by an Inspector General. This realignment shall improve efficiency by reducing duplication of effort in the investigation and audit areas and provide for greater coordination of activities and improved utilization of resources.

Investigations into possible fraudulent activities by printing contractors resulted in the recovery of about \$129,000 for defective paper products and another pending case is expected to recover approximately \$90,000. A contractor in another investigation was indicted for submitting false documents and approximately \$38,000 was recovered in liquidated damages.

Approximately \$65,000 has been recovered as the result of several other investigations involving fraudulent activities, embezzlement, unauthorized personal use of Government telephones, theft of Government property, and accident claims involving GPO and private vehicles.

Aggressive patrolling by uniformed GPO Special Policemen in areas adjacent to the GPO has been very effective in reducing the number of robberies and/or assaults. During the past year, 18 assaults and/or robberies have been reported compared to 60 for the previous year. Only one involved a GPO employee.

Phase II of GPO's Automated Data Processing Security Inspection Program was completed. The program identified control weaknesses and areas vulnerable to computer fraud and misuse. Recommendations to improve safeguard controls and to prevent or deter the loss of public assets were provided and adopted.

Reviews of operating practices resulted in the issuance of 28 audit reports with recommendations to enhance the economy, efficiency, and effectiveness of GPO operations.

Future Plans

Continued emphasis and effort through the joint utilization of auditors and investigators will be placed on the prevention and detection of possible fraudulent activities within procurement programs to insure their integrity. Concerted investigative efforts

will also be made to reduce the high costs of claims for alleged work-related injuries. Significant efforts during audits and reviews shall be devoted to improving internal and managerial controls to assist management in meeting its goals of improving the overall economy and efficiency of the office.

ASSISTANT PUBLIC PRINTER (SUPERINTENDENT OF DOCUMENTS)

The major responsibilities of the Assistant Public Printer (Superintendent of Documents) are the sale of Government publications, the compilation of catalogs and indexes of Government publications, the distribution of Government publications to depository libraries, and the mailing of publications for Members of Congress and Government agencies. The Documents Area is comprised of three major services: Documents Sales Service, Library and Statutory Distribution Service, and Documents Support Service.

DOCUMENTS SALES SERVICE

Function

The Documents Sales Service is responsible for the sale of documents in accordance with Title 44, United States Code, and other laws and regulations. This mission is performed through the General Sales and the Consumer Information Free Distribution Programs. These programs are conducted through management of the resources at the Central Office and field activity locations which include the bookstores and the Pueblo Branch in Pueblo, Colorado.

Significant Achievements

The Documents Sales Service made improvements in existing systems and continued to work on the requirements for major additions to the mail list, inventory, and order processing systems. For example, the interface of the mail list and depository accounts has been effective in reducing overdrawn deposit accounts; the mail list, deposit account, credit card, and retail order processing systems were modified to handle standing orders; and the addition of subject bibliography numbers to the Publication Reference File permit the use of electronic photocomposition to create updated Subject Bibliographies.

Advertising was obtained in Government agencies newsletters and additional promotional flyers were generated through closer cooperation with representatives of the publishing agencies.

The postal facilities at Laurel, Maryland were expanded and a new postal facility was installed at the Pueblo Branch to realize postage savings inherent in the Third Class Bulk sort rates.

Future Plans

Future plans include a variety of projects to reduce unit costs, improve service, and increase sales. Some of these projects include: relocating bookstores in Los Angeles, Chicago, Kansas City, and Minneapolis to better facilities; link GPO terminals with the Maryland Bank computer for credit card transactions; replace the present Mail List System with a subscription fulfillment system having one record for each subscriber; and install a system that provides for automatic scheduling of orders and that produces better management reports.

LIBRARY AND STATUTORY DISTRIBUTION SERVICE

Function

The Library and Statutory Distribution Service manages the Depository Library Program, Classification and Cataloging of U.S. Government Publications, GPO Micropublishing Program, and all statutory distribution of Government publications.

Significant Achievements

Of the 322 depository libraries inspected during the year, 319 were in compliance with the law and were providing service to the community and the public. Those libraries that failed to comply with the law were placed on probation and will be reinspected within 6 months.

Access to the Monthly Catalog information was enhanced significantly by including a key word index.

A total of 1,054 new titles were surveyed and made available to the depository libraries. Most of the new titles are for the publications on the 1980 Census of Housing and Population.

Production in the Depository Library Distribution Program reached an all time high. This was due in part to the increased distribution of microfiche.

Future Plans

Due to significant workload increases in the past two years, major changes are required in the Cataloging and Indexing Program. The cataloging staff will be doubled. The Anglo-American Cataloging Rules will be used in compiling bibliographic information. The responsibility for cataloging Federal documents will be transferred from the Library of Congress to GPO.

Future efforts in Cataloging and Indexing will be directed primarily at improving overall bibliographic control of Government publications, providing timely and efficient products, and developing cooperative cataloging programs with other Federal activities.

Plans are underway to make available to depository libraries copies of all House and Senate Hearings and Committee Prints in microform beginning with the 97th Congress, 1st Session.

DOCUMENTS SUPPORT SERVICE

Function

The Documents Support Service is responsible for directing work-support and management services necessary to the operation of the Office of the Assistant Public Printer, Superintendent of Documents.

Significant Achievements

The Forms Management Program was expanded and a systematic review of all the forms was begun. This review will reduce the number of

duplicate forms and eliminate the use of obsolete or misleading forms which confuse employees and/or customers. As part of the project the number of subscription renewal forms was reduced and the forms were redesigned to speed subscription renewal processing.

A Quality Assurance Program was established and office procedures were written to provide guidance to managers on the establishment of quality control points. Regular sampling of subscription and publication order processing has been done. Reports of the findings were published including recommendations for changes in processing activities to reduce errors or delays.

A major system enhancement package was developed which provides better accountability of the data managed by the Special Accounts Reporting and Billing Control System. The Mail List/Deposit Account Interface was implemented in April 1980. The interface permits the charge for each subscription to be posted against the account from a data entry transaction for the Mail List System. This has reduced the need for additional data entry for the Deposit Account System and also eliminated one source of overdrawn accounts.

Detailed requirements were documented for modification to the Retail Order Processing System. The changes will provide for the automatic scheduling of multiple line item orders, automate the control of backorders, and adapt the system to changes in status and price data carried by the Publication Reference File.

Future Plans

Several existing projects/programs will be expanded. The Policies and Procedures Program will continue to grow as more functions related to the Sales Program are documented via policies and procedures. Policies and procedures for the programs managed by the Library and Statutory Distribution Service will receive greater attention.

The existing application used to store and retrieve correspondence in the Microdisc System will be refined. The Documents Workload Information and Statistical History System will be reviewed to determine what needs to be done to produce more comprehensive, timely, and useful management information.

FINANCIAL AND GENERAL INFORMATION

U.S. GOVERNMENT PRINTING OFFICE
STATEMENT OF ASSETS, LIABILITIES AND INVESTMENT
AS OF SEPTEMBER 30, 1980
(IN THOUSANDS)

ASSETS				LIABILITIES AND INVESTMENT			
	Revolving Fund	(NOTE 1) Other Funds	Combined Funds		Revolving Fund	Other Funds	Combined Funds
FUND BALANCES WITH U.S. TREASURY & CASH:				LIABILITIES:			
Fund balances in U.S. Treasury	\$ 13,648	\$46,181	\$ 59,829	Accounts payable	\$ 79,483	\$ 1,676	\$ 81,159
Cash on hand and in transit	<u>1,967</u>	<u>---</u>	<u>1,967</u>	Accrued salaries and wages	4,454	---	4,454
	15,615	46,181	61,796	Savings bonds and taxes withheld	801	---	801
				Employees accrued annual leave	6,872	---	6,872
				Customers deposits, prepaid			
				subscriptions and unearned revenue	<u>22,747</u>	<u>---</u>	<u>22,747</u>
					114,357	1,676	116,033
ACCOUNTS RECEIVABLE AND ADVANCES:							
Accounts receivable:							
Government agencies (NOTE 2)	\$191,885	\$ 2,580	\$194,465				
Other	736	---	736				
Advances to employees	<u>32</u>	<u>---</u>	<u>32</u>				
	192,653	2,580	195,233				
INVENTORIES: (NOTE 3)				INVESTMENT OF U.S. GOVERNMENT:			
Publications for sale, net	\$ 26,538	\$ ---	\$ 26,538	Capital	\$106,762	\$ ---	\$106,762
Printing work in process, at				Retained earnings	101,509	---	101,509
standard value	24,731	---	24,731	Appropriations and other fund balances	---	48,394	48,394
Paper, envelopes, and other				Income from sales of publication			
supplies at cost	<u>23,377</u>	<u>---</u>	<u>23,377</u>	payable to U.S. Treasury	<u>24</u>	<u>---</u>	<u>24</u>
	74,646	---	74,646		208,295	48,394	256,689
PROPERTY, PLANT AND EQUIPMENT:							
Land and buildings, at cost	\$ ---	\$ 9,085	\$ 9,085				
Equipment and building appurtenances	72,795	---	72,795				
Construction work in progress (NOTE 4)	2,052	---	2,052				
Less: Allowance for depreciation	(35,109)	(7,776)	(42,885)				
	39,738	1,309	41,047				
TOTAL ASSETS	<u>\$322,652</u>	<u>\$50,070</u>	<u>\$372,722</u>	TOTAL LIABILITIES AND INVESTMENT	<u>\$322,652</u>	<u>\$50,070</u>	<u>\$372,722</u>

TABLE 1

TABLE 2

U.S. GOVERNMENT PRINTING OFFICE
 CONSOLIDATED STATEMENT OF REVENUE AND EXPENSE
 FISCAL YEAR ENDED SEPTEMBER 30, 1980
 (IN THOUSANDS)

REVENUE

Printing and binding services performed for Government agencies and Congress (NOTE 5)	\$672,570
Document sales to the public	47,594
Services associated with Document sales: Reimbursements by appropriations to the Superintendent of Documents	437
Services associated with depository libraries, cataloging and indexing, and distribution for other agencies: Reimbursements by appropriations to the Superintendent of Documents	30,096
Blank paper sales to Government agencies	25,189
Other	<u>2,073</u>
TOTAL REVENUE	<u>\$777,959</u>

DIRECT EXPENSES

Labor	\$108,785
Material	48,743
Purchases of printing	449,022
Cost of publications sold	16,461
Cost of publications destroyed	<u>3,847</u>

TOTAL DIRECT EXPENSES \$626,858

GENERAL AND ADMINISTRATIVE EXPENSES 133,085

TOTAL EXPENSES \$759,943

NET INCOME TO THE REVOLVING FUND \$ 18,016

Add: Loss on Sale of Publications 3,209

NET OPERATING INCOME-PRINTING AND BINDING 21,225

Less: Loss on sale of equipment (607)

NET INCOME RETAINED BY THE REVOLVING FUND \$ 20,618

CHANGE IN RETAINED EARNINGS:

Balance - October 1, 1979	\$ 81,517
Add: Net income retained by revolving fund	20,618
Less: Prior period adjustment	<u>(626)</u>
Balance - September 30, 1980	<u>\$101,509</u>

U.S. GOVERNMENT PRINTING OFFICE

OTHER FUNDS
STATUS OF APPROPRIATIONS AND OTHER FUND BALANCES
AS OF SEPTEMBER 30, 1980
(IN THOUSANDS)

	Appropriation		(NOTE 6)	
	Printing & Binding	Superintendent of Documents	Other	Total
BALANCES - October 1, 1979	\$ 30,960	\$ 8,292	\$7,645	\$ 46,897
SOURCE OF FUNDS:				
Appropriations	98,019	23,219	---	121,238
Reimbursements	---	8,526	---	8,526
Decrease in liability for employees annual leave, Superintendent of Documents	---	---	626	626
TOTAL FUNDS	<u>\$128,979</u>	<u>\$40,037</u>	<u>\$8,271</u>	<u>\$177,287</u>
USE OF FUNDS:				
Amounts paid to the revolving fund in payment for:				
Printing and Binding	\$ 95,809	\$ ---	\$ ---	\$ 95,809
Congressional Record Handling	---	437	---	437
Decrease in investment of fund	---	---	2,241	2,241
Federal Register	---	1,745	---	1,745
Distribution for other agencies	---	9,176	---	9,176
Depository library distribution	---	16,614	---	16,614
Cataloging and indexing	---	2,124	---	2,124
Depreciation on buildings, furniture and fixtures	---	---	122	122
TOTAL DEDUCTIONS	<u>\$ 95,809</u>	<u>\$30,096</u>	<u>\$2,363</u>	<u>\$128,268</u>
BALANCES AVAILABLE - September 30, 1980	\$ 33,170	\$ 9,941	\$5,908	\$ 49,019
Less: Funds returned to U.S. Treasury	---	625	---	625
Funds Available - September 30, 1980	\$ 33,170	\$ 9,316	<u>\$5,908</u>	<u>\$ 48,394</u>
Obligations	<u>33,620</u>	<u>9,316</u>		
UNFUNDED OBLIGATIONS	<u>\$ 450</u>	<u>\$ ---</u>		

TABLE 3

TABLE 4

U.S. GOVERNMENT PRINTING OFFICE

OTHER FUNDS
STATEMENT OF PAYMENTS
FROM APPROPRIATIONS TO THE REVOLVING FUND
FISCAL YEAR ENDED SEPTEMBER 30, 1980
(IN THOUSANDS)

PRINTING AND BINDING

Hearings	\$26,005
Miscellaneous printing and binding	7,945
Bills, resolutions and amendments	8,206
Miscellaneous publications	6,930
Committee prints	6,035
House and Senate calendars	2,321
Documents	2,970
Supplements to the Code of Federal Regulations	4
Committee reports	4,895
Franked envelopes	983
Publications for International Exchange	1,206
Document franks	112
Automation of Federal Register	129
Details to Congress	5,327
Government Manual	104
Weekly Compilation of Presidential Documents	869
Public Papers of the President	615
Congressional Record Daily	13,073
Congressional Record Index	582
Congressional Record Bi-Weekly	231
Congressional Record Bound	<u>7,267</u>
 TOTAL PAYMENTS	 <u>\$95,809</u>

SUPERINTENDENT OF DOCUMENTS

Congressional Record Handling	\$ 437
Federal Register	1,745
Distribution for other agencies	9,176
Depository library distribution	16,614
Cataloging and indexing	<u>2,124</u>
 TOTAL PAYMENTS	 <u>\$30,096</u>

TABLE 5

U.S. GOVERNMENT PRINTING OFFICE
 REVOLVING FUND
 AMOUNTS DUE U.S. TREASURY
 FROM SALE OF PUBLICATIONS
 FISCAL YEAR ENDED SEPTEMBER 30, 1980
 (IN THOUSANDS)

REVENUE	
Sales of publications to the public	\$47,594
Reimbursements by appropriations to the Superintendent of Documents	437
Other revenue	<u>380</u>
TOTAL REVENUE	<u>\$48,411</u>
EXPENSES	
Cost of publications sold	\$16,461
Cost of publications destroyed	3,847
General and administrative expenses	24,789
Postage expense	<u>6,523</u>
TOTAL EXPENSES	<u>\$51,620</u>
LOSS ON SALE OF PUBLICATIONS	(\$ <u>3,209</u>)
STATUS OF AMOUNT DUE U.S. TREASURY	
Balance payable - October 1, 1979	\$ 3,233
Less: Loss on Sale of Publications for Fiscal Year 1980	<u>3,209</u>
Balance payable - September 30, 1980	<u>\$ 24</u>

TABLE 6

U.S. GOVERNMENT PRINTING OFFICE
STATEMENT OF CHANGES IN FINANCIAL POSITION
FISCAL YEAR ENDED SEPTEMBER 30, 1980
(IN THOUSANDS)

FUNDS PROVIDED:		
Printing and binding services performed		\$672,570
Document sales to the public		47,594
Sales of paper		25,189
Appropriations:		
For Printing and Binding	\$ 98,019	
For Superintendent of Documents	<u>23,219</u>	121,238
Other revenue		1,466
Miscellaneous:		
Disposal of fixed assets	\$ 690	
Reimbursements to the Superintendent of Documents	<u>8,963</u>	<u>9,653</u>
TOTAL FUNDS AVAILABLE		<u>\$877,710</u>
FUNDS APPLIED:		
Operating expenses, less depreciation and net change in accrued annual leave		\$755,017
For printing and binding		95,809
Purchases of equipment		7,862
Funds returned to Treasury		625
Prior period adjustment		<u>626</u>
TOTAL FUNDS APPLIED		<u>\$859,939</u>
INCREASE IN WORKING CAPITAL		<u>\$ 17,771</u>

	<u>9-30-80</u>	<u>9-30-79</u>	Increase (Decrease)
ANALYSIS OF WORKING CAPITAL			
Fund balances with U.S. Treasury	\$ 61,796	\$ 56,931	\$ 4,865
Accounts receivable and advances	195,233	182,835	12,398
Inventories	<u>74,646</u>	<u>75,176</u>	(530)
	\$331,675	\$314,942	\$ 16,733
Less: Liabilities excluding employees' accrued annual leave	<u>109,161</u>	<u>110,199</u>	<u>(1,038)</u>
TOTAL WORKING CAPITAL	<u>\$222,514</u>	<u>\$204,743</u>	<u>\$ 17,771</u>

FOOTNOTES TO FINANCIAL STATEMENTS

- 1/ Other funds consist of account balances of the Congressional Printing and Binding Appropriation, the Printing and Binding Appropriation, Office of the Superintendent of Documents Salaries and Expenses Appropriation, Site Acquisition Appropriation, and the value of building structures and land which is specifically excluded from the Government Printing Office Revolving Fund by law (44 U.S.C. 309). Other funds do not include a \$41,449 appropriation for environmental impact study which was transferred to GSA.
- 2/ Accounts Receivable-Government is net of \$277,727 allowance for doubtful accounts.
- 3/ Publications for sale inventory is net of \$3,570,934, allowance for unsalable publications, and is computed using average cost. Printing work-in-process represents in-plant work at standard cost. Paper, envelopes and other supplies are composed of \$16,506,283 for paper and envelopes using the first-in, first-out (FIFO) method of valuation and \$6,870,962 for materials and supplies computed on a moving average cost basis.
- 4/ Construction work in progress represents an accumulation of engineering charges for material, labor and overhead that will be amortized upon completion.
- 5/ Printing and Binding services performed for Government Agencies and Congress include intra-office sales of \$19,805,246 and related profit for Printing and Binding work performed for the Superintendent of Documents Sales Program.
- 6/ Other funds represent \$4.6 million for the acquisition of a new site for the Government Printing Office, and the book value of \$1,308,419 for the Government Printing Office buildings and land.

SIGNIFICANT ACCOUNTING POLICIES

Assets, liabilities, revenue, and expenses are recognized on an accrual basis of accounting.

Land, buildings and equipment are stated at cost. Major remodeling costs, improvements and betterments to existing facilities and equipment are capitalized. Expenditures for maintenance and repairs which do not extend the life of the applicable assets are charged to expense as incurred.

Depreciation of the plant equipment and machinery is provided on a basis estimated by the Government Printing Office to be sufficient to write off the cost of the assets over their useful lives, using the straight-line method.

When properties are retired or otherwise disposed of, the asset and accumulated depreciation accounts are adjusted accordingly. Any resulting profit or loss is charged or credited to current earnings.

Revenue generated by the Printing and Binding Operations is recognized when entered into work-in-process.

Revenue generated by the Sales of Publications Operations is recognized when publications have been shipped or when services have been performed.

Publications for sale inventory is computed using a stratified average cost that includes supplements; printing work-in-process is recorded at standard value; paper inventory is recorded at a standard cost using the first-in, first-out (FIFO) method of valuation; and the materials and supplies inventory is computed on a moving average cost basis.

TABLE 7
(Page 1 of 2)

U.S. GOVERNMENT PRINTING OFFICE
DEPUTY PUBLIC PRINTER (OPERATIONS)

General Information For Fiscal Year 1980

Customer Service Department

Customer orders received	168,256
Spoilage reports processed	950
Waivers issued	145
Production schedules established	27,831
Production plans developed	10,511
Printing and binding estimates developed	11,238
Documents sale prices developed	8,745
Jobs processed for typography and design	4,681
Finished art pieces	8,271
Layout sketches	2,100
Finished photographic pieces	12,500

Printing Procurement Department

Revenue from printing and binding procured commercially:	
Central Office (thousands)	\$ 255,708
Regional Offices (thousands)	\$ 218,991
Revenue from printing and binding produced by Field Printing Offices (thousands)	\$ 14,230
Number of jobs processed:	
Central Office	60,990
Regional Offices	194,643
Field Printing Division Offices	30,165

Production Department

Congressional Record:	
Number of issues	238
Number of pages	42,338
Federal Register:	
Number of issues	299
Number of pages	79,787
Ems set (thousands)	722,269
Photocomposition input (folios)	1,819,244
Photocomposition output (frames)	2,756,404
Proofs	1,072,998
Official Gazette and Trademark pages	39,610
Negatives and positives	1,989,076
Square inches of film (thousands)	117,624
Square inches of plates (thousands)	163,505
Press machine hours	167,110

TABLE 7
(Page 2 of 2)

Press impressions (thousands)	552,418
Sheets folded (thousands)	159,391
Books inserted (thousands)	47,749
Books machine gathered (thousands)	22,777
Passports produced (thousands)	3,524
Sheets hand gathered (thousands)	11,705
Sheets drilled (thousands)	476,135
Sheets punched (thousands)	6,398
Sheets cut (thousands)	164,356
Adhesive bound books (thousands)	5,628
Signatures machine sewed (thousands)	30,619
Books cased-in (thousands)	346
Cases made (thousands)	335
<u>Quality Control and Technical Department</u>	
Samples tested	10,684
Printing ink manufactured (lbs.)	150,649
Printing ink purchased (lbs.)	175,402
Press rollers purchased	335
Adhesives produced (lbs.)	233,430
Type metal produced (lbs.)	5,815,385
Recovered silver (troy ozs.)	14,036

TABLE 8
(Page 1 of 2)

U.S. GOVERNMENT PRINTING OFFICE
ASSISTANT PUBLIC PRINTER FOR MANAGEMENT AND ADMINISTRATION

General Information For Fiscal Year 1980

Data Systems Service

Jobs processed	102,715
Computer systems surveys completed	74
Computer programs completed	904
Computer systems surveys in process	26
Computer programs in process	394

Engineering Service

Maintenance service calls and job orders	26,259
Specifications prepared for machinery and equipment	85
Machines installed, removed, and relocated	187
Lumber used (board feet)	167,000
Building material used (square feet)	476,000
Paint used (gallons)	6,500
Electrical power used (kw-hrs.)	45,995,000
Gas used (cu. ft.)	13,423,400
Water used (gallons)	21,309,000
Steam used (lbs.)	154,642,500

Financial Management Service

Financial briefings prepared and given	1,080
Capital investment proposals evaluated	207
Checks issued	384,436
Savings bonds issued	41,686
Procurement and receiving documents processed	227,696
Invoices paid	330,604
Personnel, pay and leave transactions processed ..	112,849
Invoices rendered	66,590
Units processed for billing	446,160
Labor and production transactions processed	1,137,449

General Services

GPO directives processed	142
Parking permits in effect	2,205
Teletype messages processed	34,553

Labor-Management Relations Service

Meetings with union representatives	1,700
Grievances resolved	61
Unfair labor practice charges:	
Received	6
Dismissed	2
Pending	4

TABLE 8
(Page 2 of 2)

<u>Materials Management Service</u>	
Purchase orders issued	9,336
Paper purchased (thousands pounds)	98,611
Paper purchased (thousands sheets).....	139,030
Envelopes purchased (thousands)	110,198
Containers purchased (thousands)	2,412
Bills of lading issued	54,754
Receiving reports issued	14,911
Inventory transactions processed	206,596
Shipment of material (thousands pounds)	51,842
<u>Office of Equal Employment Opportunity</u>	
Persons counseled	80
Formal complaints processed	51
Formal complaints filed	39
Complaints resolved at the counseling stage	22
<u>Personnel Service</u>	
Employees trained	1,969
Treatments in health facilities	37,511
Personnel actions	16,352
Classification actions	4,989
Special achievement and outstanding performance awards	278
Corrective actions	208
<u>Security and Internal Review Service</u>	
Full field investigations requested	44
National agency checks requested	506
Investigations and inquiries	142
EEO investigations	14
Incident reports'	389

TABLE 9

U.S. GOVERNMENT PRINTING OFFICE
 ASSISTANT PUBLIC PRINTER (SUPERINTENDENT OF DOCUMENTS)

General Information For Fiscal Year 1980

Number of sales orders (thousands)	2,388
Letters of inquiry (thousands)	444
Publications distributed free (thousands)	71,218
Publications distributed to depository libraries (thousands)	20,047
Total publications distributed (thousands)	135,819
Customers served by GPO bookstores (thousands)	485
Total copies of available sales publications (thousands)	34,366
Documents cataloged (thousands)	52
Orders for free Consumer Information publication (thousands)	3,962
Invalid orders returned to customer (thousands)	192
Pieces of mail handled (thousands)	9,708

